ODP-81-031
9 January 1981

MEMORANDUM FOR: Directorate ADP Control Officers
                 NPIC ADP Control Officer
                 OTS ADP Control Officer
                 OSO ADP Control Officer
                 OC ADP Control Officer
                 ORD ADP Control Officer
                 Chief, Engineering Division, ODP

STAT   FROM   :   [   ]
                      Policy and Plans Group, Management Staff, ODP

        SUBJECT   :   Automatic Data Processing Resources
                      Availability List

        1.   Attached, for your review, is the latest "ADP Resources
Availability List" from GSA. This list announces excess
government-owned or leased ADP equipment available for
reutilization. The majority of government-owned equipment is
available to requesting agencies at no cost. To obtain more
information on an item, components should contact GSA directly at
(202) 566-124£.

        2.   To actually obtain the equipment, the requesting
component should promptly call the Office of Logistics,
Interdepartmental Support Branch (IDSB) on extension [   ]   STAT
IDSB will contact GSA, attempt to place the item on "hold," and
provide instructions to the requesting component regarding the
process to acquire the equipment.

        3.   ODP will assist the requesting component and will
resolve, if necessary, competing internal Agency requests for the
same equipment. Requesting equipment for which there is an
acquisition cost is in the nature of a procurement action and
will further require the services of ADP&EB, Office of Logistics.

STAT   4.   Questions on the availability list, the procedure for
obtaining excess ADP equipment available at no cost, or the
process for resolving conflicting internal Agency requirements
for excess equipment should be directed to the undersigned on
[   ] Any questions on the procurement aspects of obtaining
excess ADP equipment should be addressed to [   ] Chief,   STAT

STAT ADP&EB, OL on [   ]

STAT

Attachment: a/s

DISTRIBUTION:

Original and 1 – Addressee
              2 – ODP ELP
              1 – HS Chrono
              2 – ODP Registry

ODP/MS/EEB: jal (5937) (9 Jan 81)